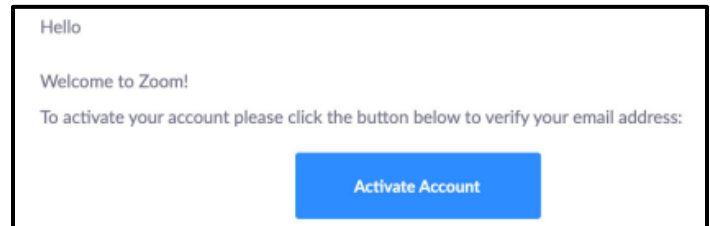


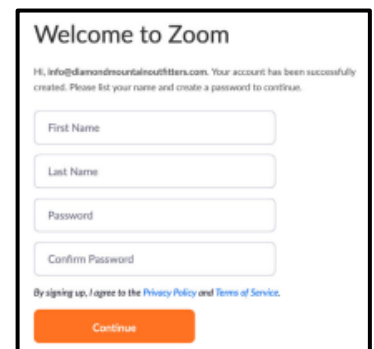
## Zoom Meetings for Educators

- Go to zoom.us
- To create an account, click **Sign Up, It's Free** in the top right-hand corner.
- Enter your work email and click **Sign Up It's Free**.

- Open your email and click the activation email to go to the account activation page.

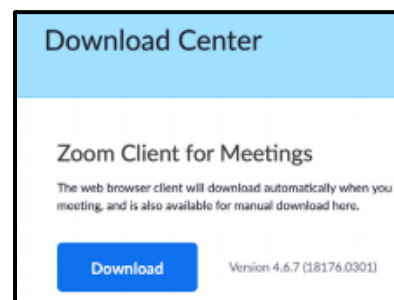


- On the Welcome to Zoom page, enter your first and last name and create a password.
- Click **Continue**.

A screenshot of the "Welcome to Zoom" registration page. It says "Hi, info@diamondmountainoutfitters.com. Your account has been successfully created. Please list your name and create a password to continue." Below this are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". At the bottom, there is a blue link "By signing up, I agree to the Privacy Policy and Terms of Service." and an orange button labeled "Continue".

### To download the client (desktop) version of Zoom

- Go to <https://zoom.us/download>.
- Click **Download** under Zoom Client for Meetings.

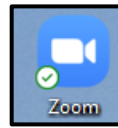


- Browse to your downloads folder to open the install file, then follow the steps to set up Zoom.

## To Schedule a Meeting

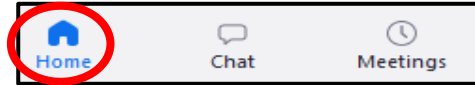
- Using the Desktop Version

- Double click the Zoom icon on your desktop.

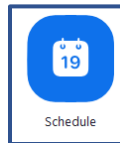


- Click Sign In, enter your work email address and password, and click **Sign In**.

- Click the Home button at the top of the screen.



- Click **Schedule**.



- Enter a meeting topic or name.

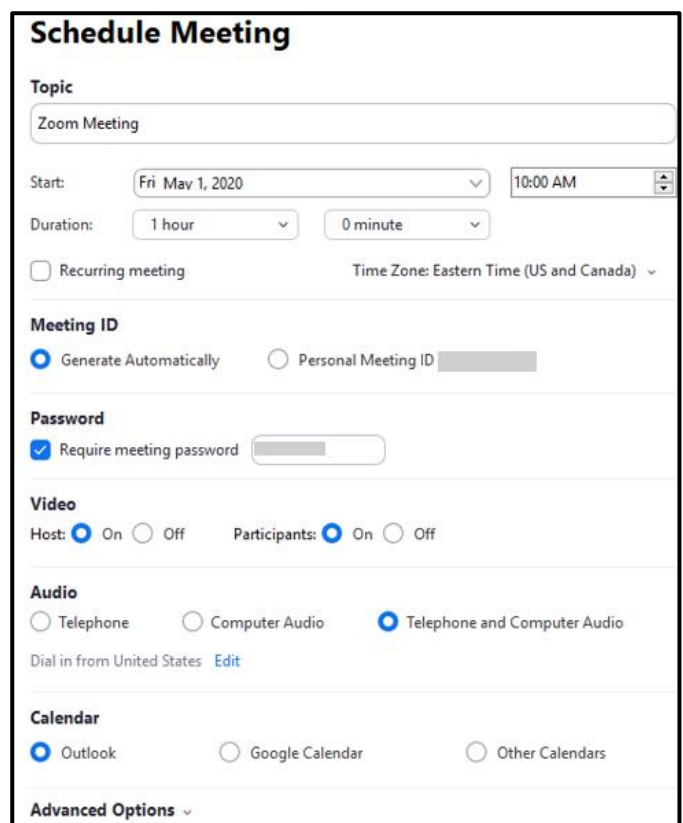
- Select a date and time for the meeting; *you can start the meeting any time before the actual scheduled time.*

- Enter an estimated duration length for the meeting – this is for scheduling purposes only; the meeting will not end at this time.

- Click **Recurring meeting** if the meeting meets multiple times and you want to use the same meeting ID and settings.

- To create a unique, one-time meeting ID, click the **Generate Automatically** button; otherwise, click the button to use your Personal Meeting ID.

- Choose **Require meeting password** to require participants to input a password before joining the meeting.

A screenshot of the "Schedule Meeting" form in Zoom. The form has sections for Topic, Start/Duration, Meeting ID, Password, Video, Audio, and Calendar. The "Topic" field contains "Zoom Meeting". The "Start" date is "Fri May 1, 2020" and the time is "10:00 AM". The "Duration" is "1 hour" and "0 minute". The "Recurring meeting" checkbox is unchecked. The "Time Zone" is "Eastern Time (US and Canada)". Under "Meeting ID", "Generate Automatically" is selected. Under "Password", "Require meeting password" is checked. Under "Video", "Host" is "On" and "Participants" is "On". Under "Audio", "Telephone and Computer Audio" is selected. Under "Calendar", "Outlook" is selected. There is an "Advanced Options" dropdown at the bottom.

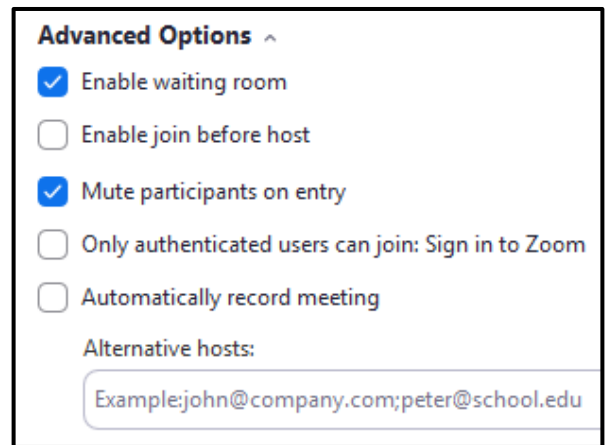
- Choose if the meeting will start with the host and participant video on or off when joining the meeting.

- Select how the participants can join the audio.

- Select a calendar service to add the meeting to and send out invites to participants.

- Select Advanced Options

- Enable waiting room – Allows the host to admit participants one by one or hold all participants in the waiting room and admit them all at once.
- Enable join before host – Allows attendees to join the meeting without you or before you join.
- Mute participants upon entry – Mutes participants as they join the meeting; they can unmute themselves after joining.

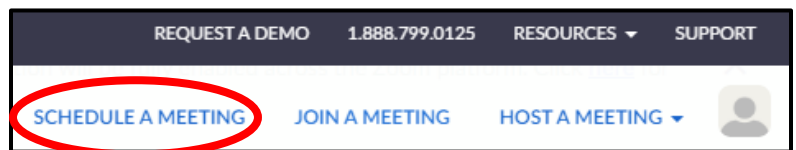


- Only authenticated users can join – Makes users log into Zoom.
- Automatically record the meeting – Starts recording the meeting as soon as someone joins.
- Enter an email address of another licensed Zoom user to start the meeting in your absence.

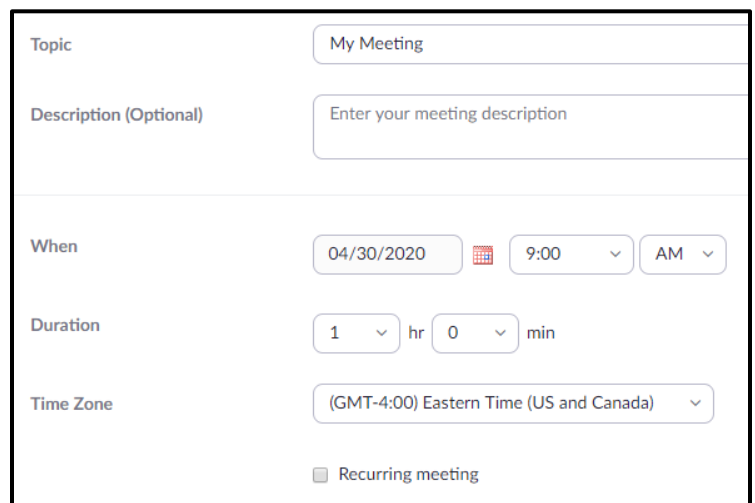
- Click **Schedule**.

- Using a web browser

- Go to <https://zoom.us/meeting>.
- Sign in if prompted to.
- Click **Schedule a Meeting** in the top right of the screen.



- Enter a meeting topic or name.
- Select a date and time for the meeting; *you can start the meeting any time before the actual scheduled time.*
- Enter an estimated duration length for the meeting – this is for scheduling purposes only; the meeting will not end at this time.



- Click **Recurring meeting** if the meeting meets multiple times and you want to use the same meeting ID and settings.

☒ Recurring meeting Every day, until May 6, 2020, 7 occurrence(s)

Recurrence Daily

Repeat every 1 day

End date ☒ By 05/06/2020 ☐ After 7 occurrences

- To create a unique, one-time meeting ID, click the **Generate Automatically** button; otherwise, click the button to use your Personal Meeting ID.

- Choose if the meeting will start with the host and participant video on or off when joining the meeting.
- Select how the participants can join the audio.

**Video**

Host ☒ on ☐ off

Participant ☒ on ☐ off

---

**Audio**

☐ Telephone ☐ Computer Audio ☒ Both

Dial from United States of America [Edit](#)

- Choose **Require meeting password** to require participants to input a password before joining the meeting.
- Choose the meeting options

- Enable join before host – Allows attendees to join the meeting without you or before you join.
- Mute participants upon entry – Mutes participants as they join the meeting; they can unmute themselves after joining

**Meeting Options**

☐ Enable join before host

☒ Mute participants upon entry

☐ Enable waiting room

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☐ Record the meeting automatically

- Enable waiting room – Allows the host to admit participants one by one or hold all participants in the waiting room and admit them all at once.
  - Only authenticated users can join – Makes users log into Zoom.
  - Record the meeting automatically – Starts recording the meeting as soon as someone joins.
- Enter an email address of another licensed Zoom user to start the meeting in your absence.

Alternative Hosts

Example: mary@company.com, peter@school.edu

- Click **Save**.

- You can select a calendar option to add the scheduled meeting to your calendar.

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

- Select **Copy The Invitation** to open a window with the meeting details.

**Copy the invitation**

- Click **Copy Meeting Invitation** to copy the information to send to participants.

Meeting Invitation

Leslie Rogers is inviting you to a scheduled Zoom meeting.

Topic: Zoom Directions  
Time: May 1, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
https://pcsd-ga.zoom.us/j/98447773690?  
pwd=

Meeting ID: 984 4777 3690  
Password:   
One tap mobile  
+1 929 205 6099,,98447773690# US (New York)  
+1 301 715 8592,,98447773690# US (Germantown)

Dial by your location  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)  
+1 669 900 6833 US (San Jose)

Copy Meeting Invitation

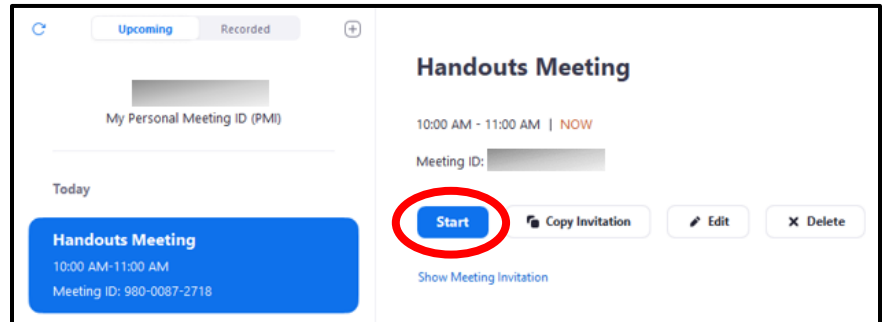
Cancel

## Starting a scheduled meeting

- In the Zoom client, click **Meetings** at the top of the screen.

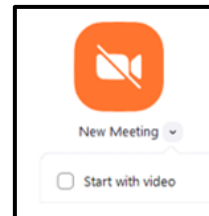


- On the Upcoming tab, select the meeting you want to start.



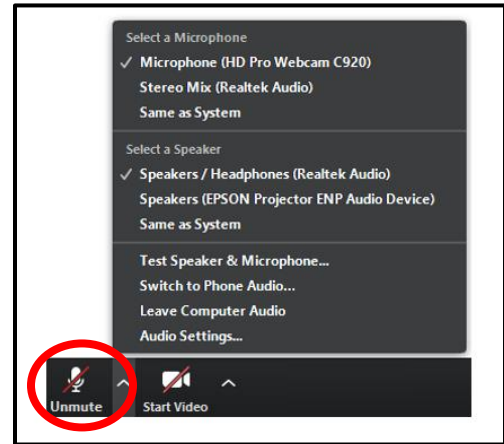
## Starting an instant meeting

- Open the Zoom client.
- Click the drop-down arrow to start the meeting with video.
- Click the New Meeting icon to start the meeting.

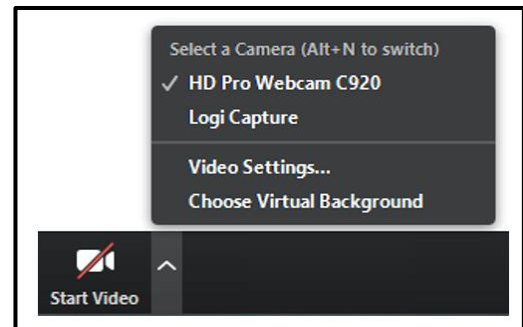


## Using Zoom controls

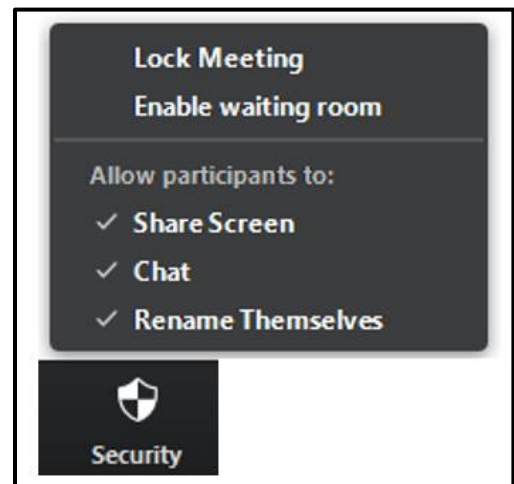
- The host controls appear at the bottom of the screen when you are not currently sharing it.
- Click the Mute/Unmute button to mute or unmute the microphone.
- Click the arrow next to the mute/unmute button to change the microphone and/or speaker you are using, leave the audio, and open all audio options in the Zoom settings.



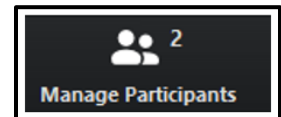
- Start or stop your video using the video button.
- Click the up arrow to select a different camera, open the video controls in the Zoom settings, and to select a virtual background.



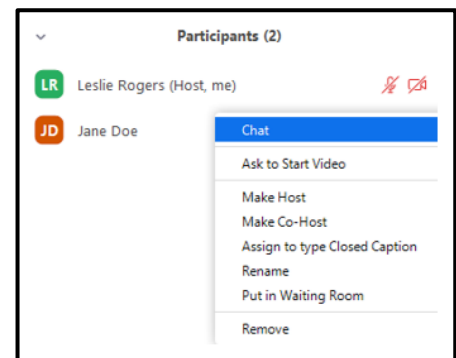
- The security tab allows you to enable/disable options during a meeting to help secure it.
  - **Lock meeting** – locks the meeting so no new participants may join
  - **Enable waiting room** – holds the participants in a virtual room until you admit them one by one or all at once.
  - **Allow participants to:** allows the attendees to start a share screen, use the chat function, and change their display name in the participants panel.



- Click **Manage Participants** opens a window listing all participants.
  - Icons to the right of each name show if the participant is muted or unmuted and if they are using video.



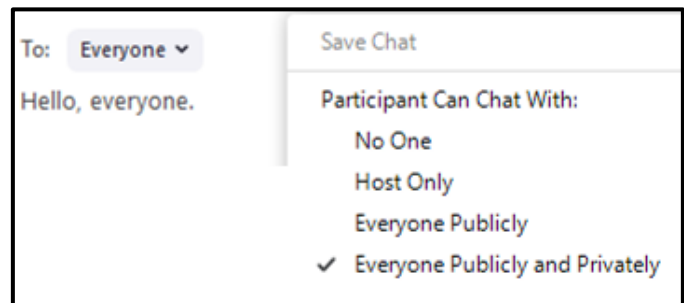
- Click **More** next to a participant's name for a list of available options.



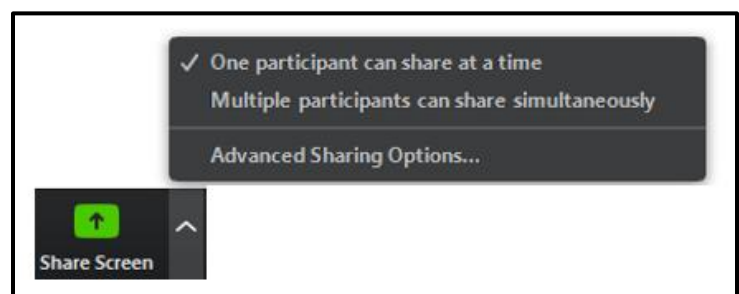
- Click **Poll** to create, edit, or launch a user poll.



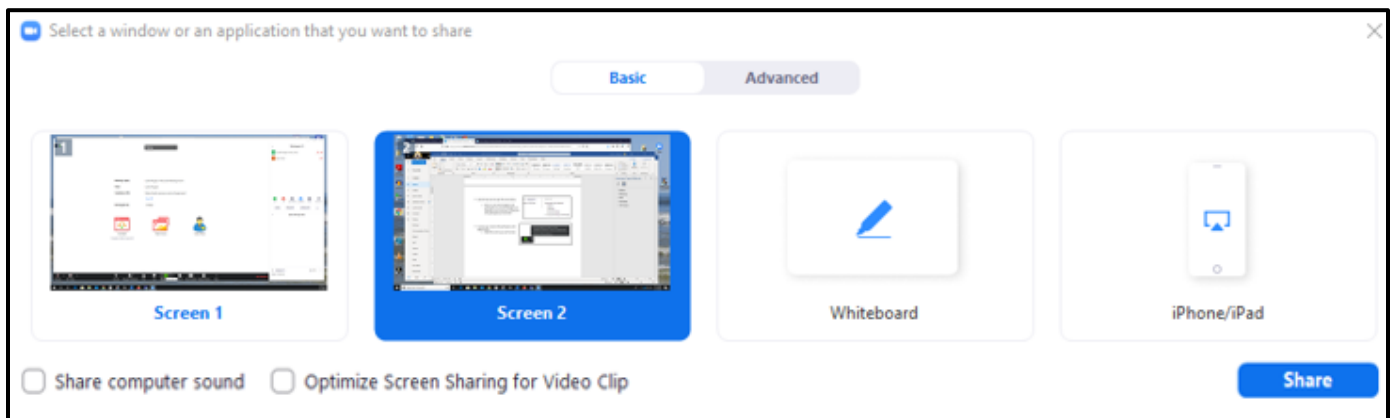
- Click the Chat icon to open the chat window.
  - Here you can send messages to all participants or a private message to an individual user and choose an option for who participants can chat with.



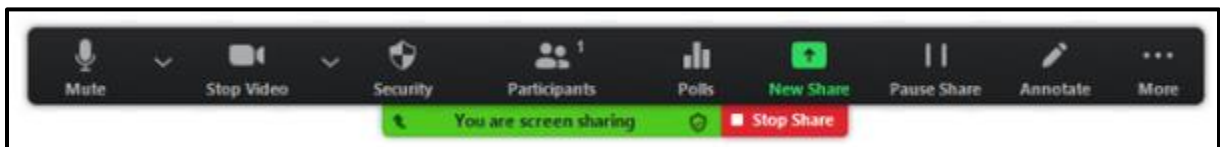
- Click the Share Screen arrow to select sharing options.
  - To share your screen with participants, click **Share Screen**.





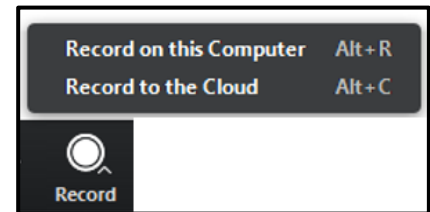


- Select the screen you want to share.
- Checking **Share computer sound** will allow any sound played by your computer to be shared in the meeting.
- Check **Optimize Screen Sharing for Video Clip** if you will be sharing a video clip in full screen mode.
- Click **Share**.

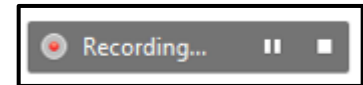


- The meeting controls move to a menu that you can click and drag around your screen.
  - Click **New Share** to start a new screen share.
  - Click **Pause Share** to pause the current shared screen.
  - Clicking **Annotate** will display tools used to draw, add text, etc.
  - Click **More** for additional options.
- Click **Stop Share** to end the screen share.

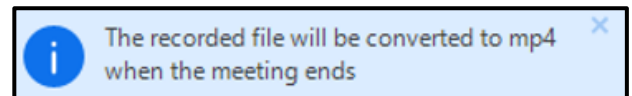
- Click **Record** to select a location for the recording and to start recording the meeting.



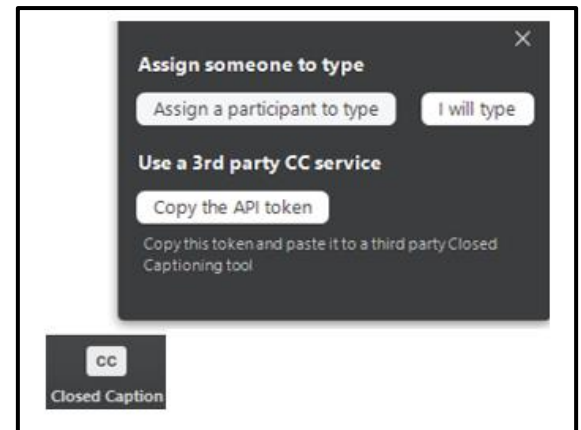
- Click the Pause button to pause, then resume the recording as needed.



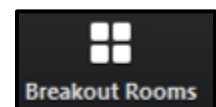
- Click Stop to stop the recording; the file will be converted to an mp4 file when the meeting has ended.



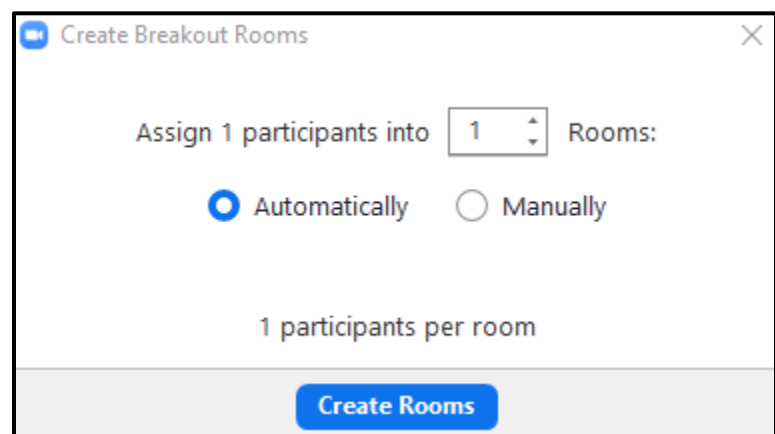
- If Closed Captioning is enabled for your account, click **Closed Captioning** to access those options.



- Clicking **Breakout Rooms** allows you to split the meeting into separate sessions/rooms.



- Choose how many separate sessions to set up.
- Choose to let the program automatically split the participants into groups or if you will do so manually.
- Click **Create Rooms**.



- Click **End Meeting**.

**End Meeting**

- Select **End Meeting for All** to end the meeting for you and all participants or **Leave Meeting** to leave the meeting and assign a host to continue the meeting.

